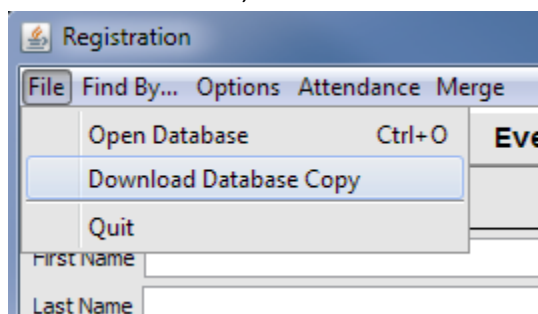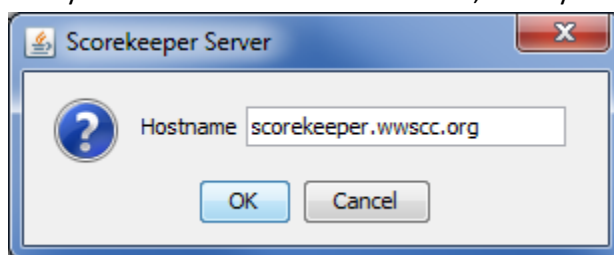# Before the Event

1. Download a copy of the database
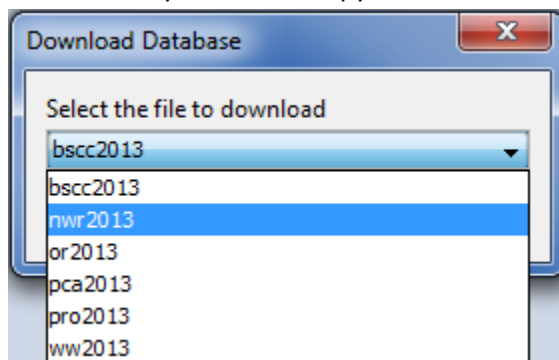
   a. From the **File** menu, select **Download Database Copy**
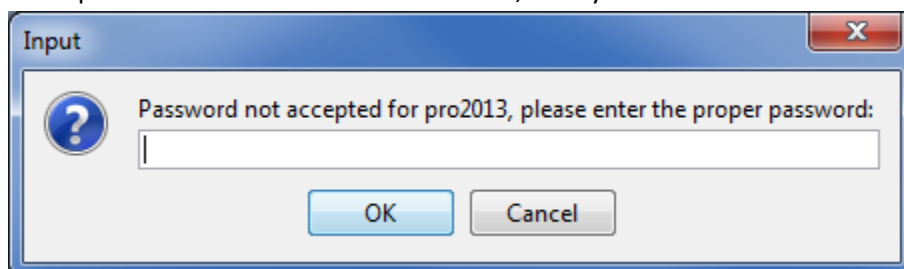

   b. Verify the hostname to download from, usually scorekeeper.wwscc.org
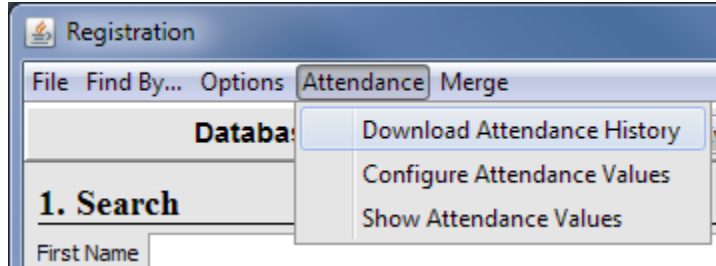

   c. Select series you want to copy.

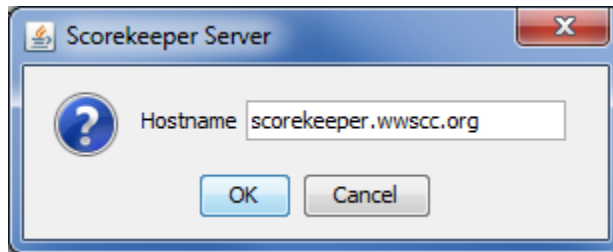   d. If the password hasn't been cached before, it may ask for one.

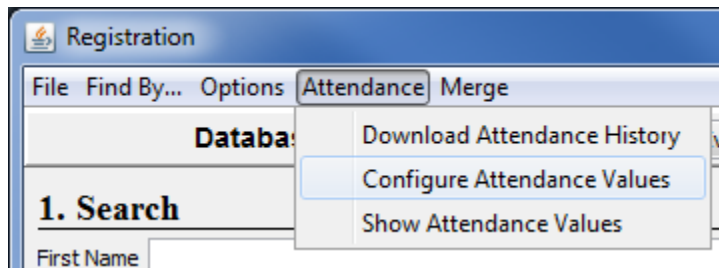
2. If desired, download a copy of the attendance data

a. From the **Attendance** menu, select **Download Attendance Data**

b. Verify the hostname to download from, usually scorekeeper.wwscc.org

c. From the **Attendance** menu, select **Configure Attendance Values**

d. Verify desired values are set. Some values used by NWR:

```
PunchCard = Series(nwr,pro);championships=0; MinYear(2011);maxyearcount<=4;
ISTClass = totalevents<=9; avgyearcount<=3;
```

During Registration

1. Enter part of the first and/or last name. More information produces a shorter list of drivers in the next step.

2. Select the driver from the list of drivers

   a. If the name is grey italic or not preset, you must click **New Driver** to create a new driver entry

3. Verify the member number for barcodes
   a. You can **Edit Driver** to update the member # information
   b. If a barcode is required, click **Print Label** to print to the selected printer device

4. Verify that the correct car(s) have **Reg/Paid** to the left of them.

a. To change a car entry, select it and click **Registered and Paid**, **Registered Only** or **Unregister**

b. **Registered** means the car was registered but has not paid yet

c. **In Event** means the car already has times recorded in the event

d. **Used** means that the car has been used in previous events

5. Cars can also be created, edited or deleted.
   a. **New From** prefills the data with the selected car.

Merging registration databases

1. Take laptops where they are in network range of the data entry machine.

2. Open Change Viewer
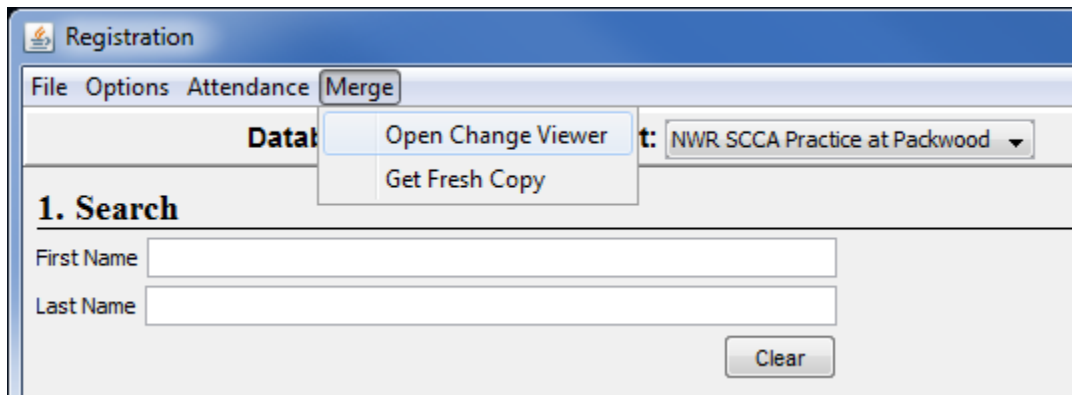
3. With the "Active" changeset selected, you can see the list of changes that were made and are ready to be merged. Click **Merge Changes**.
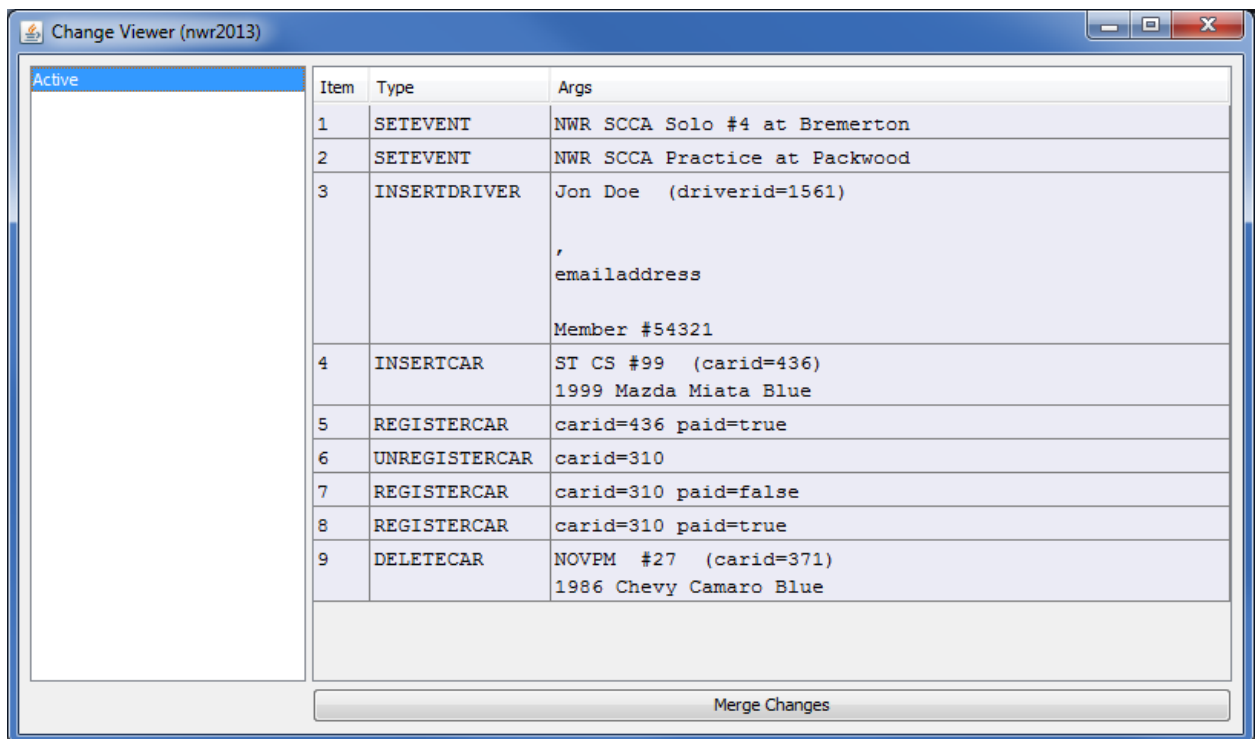
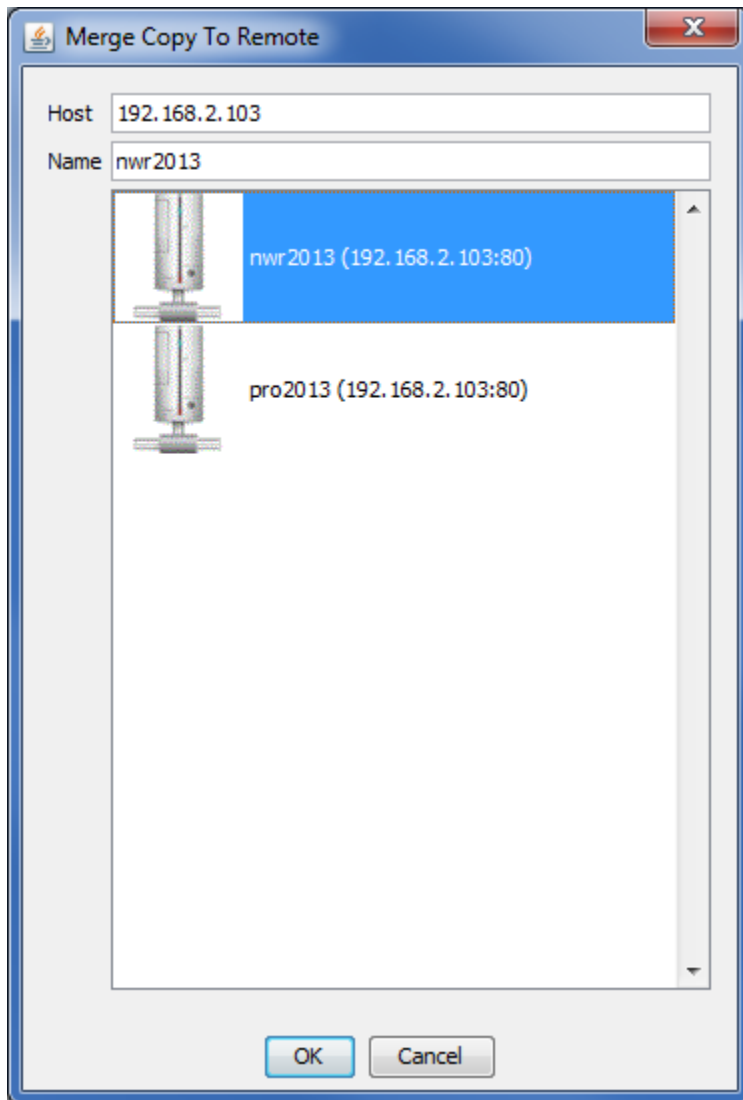4. Select the correct host and database to merge with and the host and name values will be filled for you. There may be multiple databases at the same IP address. If for some reason, discovery if failing, you can manually enter the IP address and database name.

5. The merge process is done when an OK dialog is presented. It should be very quick.
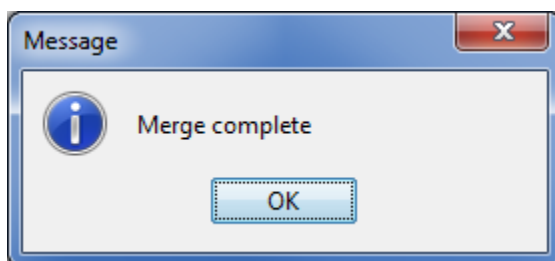
6. After a successful merge, you will notice that the active changeset is now listed as an Archive along with its last modification time.   The last 9 changesets will remain present in the list unless they are deleted from the logs directory.
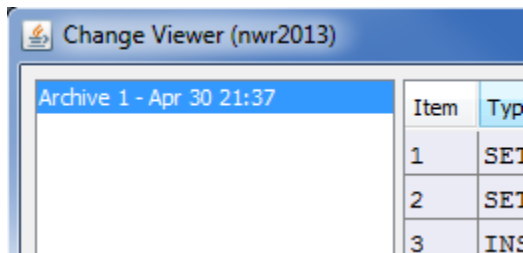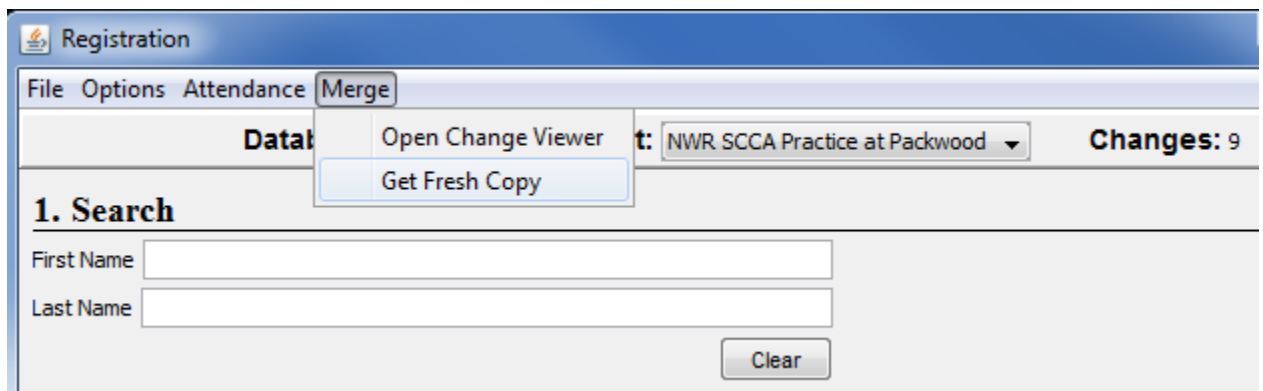

7. If there are multiple registration laptops and there is another session in the day, you will need to get a fresh copy so that both registration laptops now have all the same data. Once all have merged their data, select **Get Fresh Copy** and select the same host/name that you just merged with.
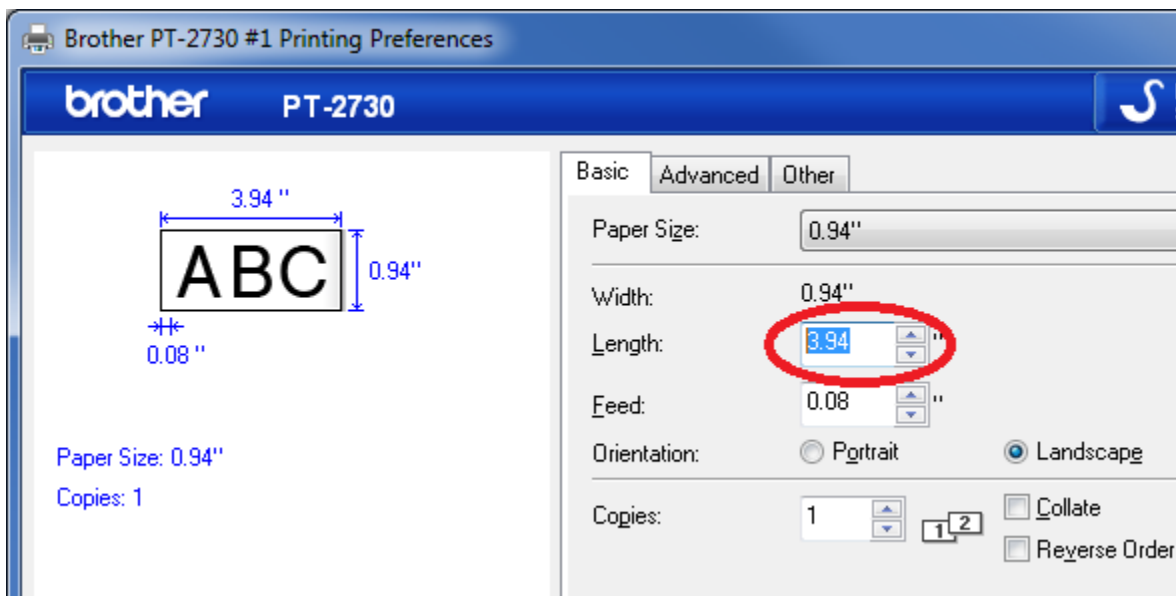
Configuring Label Printer

By default, the label printer will use about 4" of label material for each label printed. This can only be changed in the local printing preferences itself. If it is not already setup:

1. Right click on the printer and select "Printing Preferences" (Windows 7)
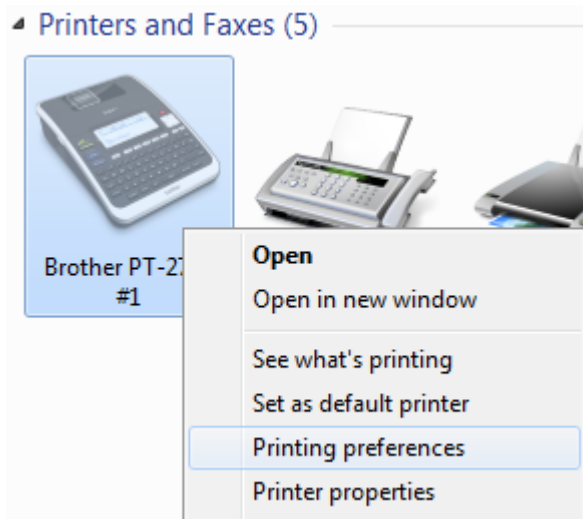
2. In the preferences dialog, change the **Length** field, we currently use 2.3".

Tasha's FAQ's

1. If an entrant is registered for two classes at the same event, *<class>* and **TOPM**, and it is the AM session where *<class>* is running, does registration need to do anything to make sure the entrant's *<class>* entry info is used first?

   No, if multiple cars are registered, TOPM is only used once all other cars have been used in other run groups. Data Entry can also override if they need to.

2. If an entrant is running *<class>* and also registered for **TOPM**, but *<class>* runs PM so the **TOPM** entry isn't allowed/needed. What does registration need to do to make sure the correct entry is used in this situation?

   *Nothing is required; however, you can unregister the **TOPM** if you wish.*

3. For an entrant who is correctly pre-registered for AM and PM and has no changes, does registration need to do anything besides verify entry info and make sure the entrant has a barcode?

   No, they are ready to go